



KHRIS Training in KELMS



To locate the list of available offerings, go to the Learner Dashboard and search for **KHRIS** in the Activity Search field.

With the roll out of KELMS, we have made some changes, please note the below information:

Prerequisites:

KHRIS Basics of Navigation is a requirement prior to attending any KHRIS class.

For now, the class will continue to be offered on the Personnel Cabinet website. Here is the link [Basics of Navigation](#).

Upon completion, please register your employees for the KHRIS Basics of Navigation class in KELMS and the Personnel Cabinet will consider that completed and change the status to attended.

You do not need to wait to register employees for KHRIS classes. You may receive a warning message related to the KHRIS Basics of Navigation prerequisite, but, it will not stop you from registering the employee.

HIPAA:

HIPAA training will no longer be a prerequisite to classroom training. However, employees **MUST** complete the class prior to receiving access to KHRIS.

Upon completion of the KHRIS Basics of Navigation, the Personnel Cabinet will send the employee the link to the HIPAA course (outside of KELMS).

Employees who have completed the HIPAA certification must provide their Training Liaison with the certificate of completion.

Upon completion, please register your employees for the KHRIS HIPAA class in KELMS and the Personnel Cabinet will consider that completed and change the status to attended.

HRG Classes:

HRG classes are scheduled monthly. (ex. KHRIS HRG Training- August)

If you have a new employee who needs to attend the full week of HRG training, register them for one of the HRG course subactivities.

Refresher Classes - Employees who have already completed the full week of HRG and wish to attend a portion of the week as a refresher, need to register for each individual class. (ex. KHRIS HRG PY 100)

Each day of the HRG week will be considered a 100 level class. (ex. KHRIS HRG PY 100)

Name Changes:

The below cross-walk has been provided to assist you with the transition from PATHLORE to KELMS.

Please note the new KELMS course names, codes and prerequisites.

Pathlore Name	KELMS Name	KELMS Course Code	Prerequisites
KHRIS HRG Training	KHRIS HRG Training- (Month)	55793ILTHRSKHRISHRG	Basics of Navigation, HIPAA
KHRIS OM Ref	KHRIS OM 100	55793ILTHRSKHRISOM100	KHRIS HRG Training
KHRIS PA Ref	KHRIS PA 100	55793ILTHRSKHRISPA100	KHRIS HRG Training
KHRIS TM Ref	KHRIS TM 100	55793ILTHRSKHRISTM100	KHRIS HRG Training
KHRIS PY Ref	KHRIS PY 100	55793ILTHRSKHRISPY100	KHRIS HRG Training
KHRIS BN Ref	KHRIS BN 100	55793ILTHRSKHRISBN100	KHRIS HRG Training
Advanced Payroll	KHRIS Payroll 200	55793ILTHRSKHRISPY200	KHRIS HRG Training, 6 months as a HR Administrator
OM II	KHRIS Organizational Management 200	55793ILTHRSKHRISOM200	KHRIS HRG Training, 6 months as a HR Administrator
PA II	KHRIS Personnel Administration 200	55793ILTHRSKHRISPA200	KHRIS HRG Training, 6 months as a HR Administrator
Timekeeper	KHRIS Timekeeper	55793ILTHRSKHRISTMK	Basics of Navigation, HIPAA
Time Administrator	KHRIS Time Administrator	55793ILTHRSKHRISTMA	Basics of Navigation, HIPAA
Basics of Navigation	KHRIS Basics of Navigation	55793CBTHRSKHRISBASNAV	
HIPAA	KHRIS HIPAA	55793CBTHRSKHRISHIPAA	